



California Department of Education
Selection Services Office
Examination Bulletin

Counselor, School for the Deaf
(Sign Language Only)

FINAL FILE DATE: March 26, 2004

OPEN/SPOT: California School for the Deaf, Alameda County 4ED07
California School for the Deaf, Riverside County 4ED08

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY This examination is open to anyone who meets the "Requirements for Admittance to the Examination". Career credits do not apply.

HOW TO APPLY Submit Examination and/or Employment Application (STD 678) to:

California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 on the "Examination and/or Employment Application." You will be contacted about specific arrangements.

FINAL FILE DATE **March 26, 2004, is the final file date.** Applications (STD 678) must be **POSTMARKED** no later than the final file date. Applications received by mail, personally delivered after 5:00 p.m. or received via interoffice mail after the final file date will not be accepted.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final file date. **All applications/resumes must include:** 1) "To" and "From" employment dates (month/day/year), time base, and official employment titles; and 2) Evidence of enrollment and/or completion of the education requirement (e.g., OFFICIAL transcript in sealed envelope – xerox copies will not be accepted for any reason). **Applications/resumes received without this information may be rejected.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **Sign Language Requirement:** Proficiency in the use of American Sign Language. Only applications from persons who are able to communicate proficiently in American Sign Language will be accepted for review in this examination. Applicants with the ability to communicate proficiently in American Sign Language must indicate "ASL" in item #6 of the STD 678 (Rev 12/2001).

And

Education Requirement: Completion of 18 semester units or equivalent of college level course work in the following areas: (Note: A minimum of three semester units or equivalent must be completed in at least three different areas. Course content rather than title will determine acceptability as it relates to the minimum requirements.)

1. Child growth and development.
2. Recreational planning and/or physical education methodology for children.
3. Education techniques.
4. English composition or report writing.
5. Health science and hygiene.
6. Psychology, sociology, behavioral sciences, handicapping conditions, family life, social work, or rehabilitation.

(Equivalent to completion of a two-year college associate degree in any major or a Certificate of Achievement requiring 18 or more semester units in child development, early childhood studies, American sign language, deaf studies, consumer and family services, sociology, or psychology may be substituted for the education requirement. Applicants who are enrolled in college and are within one semester of completing the required education may be admitted to the examination but must submit evidence of completion before they can be considered eligible for appointment.)

And

Experience Requirement: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Experience in the California state service applied toward the open experience pattern must include the same number of years of qualifying experience as required in the promotional experience pattern performing the duties of a class in a level of responsibility equivalent to that described in the promotional experience pattern.

Either I

One year of experience in the California state service performing residential care or educational activities for groups of children at a level of responsibility equivalent to the classes of Night Attendant, School for the Deaf, or Teaching Assistant.

Or II

Eighteen months of experience in educating, nursing, counseling, or providing recreational activities or residential care for groups of children or for at least one disabled child.

Or III

Equivalent to completion of a two-year college associate degree in any major. (Applicants who are enrolled in college and are within one semester of completing the required education may be admitted to the examination but must submit evidence of completion before they can be considered eligible for appointment.)

See reverse side for additional information.

DEFINITION OF TERMS	In “Requirements for Admittance to the Examination” experience in educating, nursing, counseling, or providing recreational activities or residential care, must be with children. Experience that describes working with adults or performing duties that are incidental to the total job or does not provide direct contact with children does not qualify.
MONTHLY SALARY RANGES	<p>Range A: \$2,433 - \$2,957</p> <p>This range shall apply to incumbents who do not meet the criteria for payment at Ranges B or C.</p> <p>Range B: \$2,704 - \$3,287</p> <p>Possession of a bachelor’s degree in any field from an accredited college or university. <u>Or</u></p> <p>Satisfactory completion of one year of experience in the class of Counselor, School for the Deaf, Range A, or Counselor School for the Blind, Range A, and successful completion of 15 semester units of collegiate level, job-related courses from an accredited college or university. (Units received for courses required to meet the minimum qualifications for the class of Counselor, School for the Deaf, Range A, or Counselor, School for the Blind, Range A, shall not be accepted toward meeting this requirement.)</p> <p>Range C: \$2,930 - \$3,561</p> <p>Possession of a bachelor’s degree in any field from an accredited college or university, and satisfactory completion of one year of experience as a Counselor, School for the Deaf, Range A or B, or Counselor, School for the Blind, Range A or B. <u>Or</u></p> <p>Satisfactory completion of one year of experience in the class of Counselor, School for the Deaf, Range B, or Counselor, School for the Blind, Range B, and successful completion of 15 semester units of collegiate level, job-related courses from an accredited college or university. (Units received for courses required to meet the minimum qualifications for the class of Counselor, School for the Deaf, Range B, or Counselor, School for the Blind, Range B, shall not be accepted toward meeting this requirement.)</p>
POSITION DESCRIPTION AND LOCATION	<p>Counselor, School for the Deaf positions are used to supervise individual and group activities of students. Under direction, incumbents plan and conduct recreational, academic support, and social activities to meet identified student growth needs; work with academic staff to ensure educational needs of individual students are being met; supervise and instruct students in social etiquette and self-care skills; advise students on matters of social outlook and interpersonal relationships; contact parents regarding student progress and conduct; apply behavioral management programs with students; exercise sound judgment and safe physical restraint techniques in student behavioral incidents; document student developments, incidents, and other student-related issues in writing; keep records; and ensure the safety and well-being of students at all times. Incumbents may be assigned primary responsibility for a caseload of special needs students and may transport students in vehicles.</p> <p>Positions exist with the California School for the Deaf in Fremont and Riverside.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview only. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% in the interview.</p> <p>It is anticipated interviews will be held during April/May 2004.</p> <p>Qualifications Appraisal Interview – Weighted 100%</p> <p>Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.</p>
INTERVIEW SCOPE	<p>In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each candidate’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Appropriate methods and behaviors in the care of disabled children.2. Good personal hygiene practices.3. Daily living skills.4. Safety precautions and procedures.5. Basic behavior management techniques with children.6. The problems involved in the care of disabled children in a residential setting.7. Principles of child guidance.8. Hygiene and physical education.9. Characteristics and limitations of disabled children, including mental, physical, neurological, and emotional disabilities.10. Training sequences for the development of life skills for disabled children.11. Principles and techniques of planning and implementing children’s group activities with specific goals and objectives.12. Behavior management and modification techniques for managing deaf students with behavioral and/or emotional problems.

INTERVIEW SCOPE (Continued)	<p>B. Ability to:</p> <ol style="list-style-type: none">1. Provide responsible care and instruction for children in basic functions such as bathing, dressing, eating, bed making, etc.2. Develop friendly and trusting relationships with children.3. Maintain order and security during sleeping hours in the dormitory.4. Follow a training plan for living skills and behavior management of students.5. Effectively provide guidance and advice to deaf students, both individually and in groups.6. Apply the principles and techniques of individual and group counseling to assist the academic and social development of deaf children and adolescents.7. Supervise physical activities of children.8. Communicate effectively.9. Maintain good relations with parents and others contacted in the work.10. Secure respect and cooperation of students and coworkers.11. Maintain fair and consistent discipline with students.12. Effectively manage deaf students with behavioral and/or emotional problems.13. Analyze situations accurately and take effective action.14. Plan and organize activities and programs with specific goals and objectives.15. Treat children fairly and without favoritism.16. Keep records and prepare written reports.17. Think and act quickly and effectively in an emergency.18. Encourage teamwork among staff members and children.
SPECIAL PERSONAL QUALIFICATIONS	Supportive understanding of the problems of disabled children; interest and concern for the safety and welfare of children; keenness of observation; willingness to assume an instructional role with students; willingness to work differing shifts; tact and patience; and dress appropriate for the assignment.
ADDITIONAL DESIRABLE QUALIFICATIONS	Possession of a valid driver license issued by the Department of Motor Vehicles.
RECOMPETITION RESTRICTIONS	Unsuccessful candidates who wish to recompete must wait 12 months from the date of disqualification before applying. Successful candidates must wait 18 months before reapplying.
ELIGIBLE LIST INFORMATION	Names of successful candidates will be merged into the existing eligible list for Alameda County and Riverside County according to their final ranking. Eligibility expires 24 months after it is established.
VETERANS POINTS	Veterans' preference points will be added to the final score of candidates in this examination who qualify for and have requested these points, and who are successful in all part(s) of the examination. (See "General Information" on this bulletin for information regarding veterans' points.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Education's Selection Services Office in Sacramento at (916) 319-0857 three weeks after the final file date if he/she has not received a progress notice.

If a candidate's notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference points) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In the appraisal of experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience. Evaluation of a candidate's personal development will include consideration of the candidate's recognition of personal training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans' Preference: Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.